



**Columbus Civil Service Commission**  
50 West Gay Street, Room 600  
Columbus, Ohio 43215

## Job Class Interest Sheet

**Please Print Clearly**

Social Security Number:

Name:

(First)

(Middle Initial)

(Last)

Address:

(Number)

(Street Name)

(Apt. No.)

City, State, Zip Code:

(City)

(State)

(Zip)

Home Phone:

( )

Work Phone:

( )

Should the address identified above be used for all of your current job class interest and test records currently on file with the Civil Service Commission?

☐ Yes ☐ No

Are you a current City of Columbus Employee?

☐ Yes ☐ No

**Optional E.E.O. Information**

Sex: ☐ Male

☐ Female

Race: ☐ Asian/Pacific Islander

☐ American Indian

☐ Black

☐ Hispanic

☐ White

☐ Other

**Please list below up to ten (10) job classifications, excluding unclassified positions, in which you are interested in employment:**

Class Code	Class Title
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Your selections above will be entered into the Civil Service Commission database for a period of **six months**. At such time a vacancy or examination becomes available in any of the classifications for which you have expressed interest, you will be notified by mail as to when and where a resume or application must be submitted. **Please note: This Job Class Interest Sheet is not an application for employment. Additional paperwork will be required in order to be considered for admittance to examinations or interviews for available positions in which you may be interested. Questions regarding this process can be directed to Commission staff at (614) 645-8369.**

You may mail this Job Class Interest Sheet to the **Civil Service Commission, 50 West Gay Street, Room 600, Columbus, Ohio 43215**. However, the Commission **is not responsible** for interest sheets mailed by applicants but never received by the Commission. Should your name or address change over the next six months, you will need to notify the Civil Service Commission of the changes, **in writing**, to ensure receipt of any vacancy or examination notifications.

Signature

Date